



City of Kirkland Parks and Community Services 2011 Holiday Craft Show

City of Kirkland
Parks & Community Services
505 Market Street, Ste. A
Kirkland, WA 98033
425-463-6535
www.kirklandwa.gov

We are pleased to announce registration for the 2nd Annual Holiday Craft Show is now open. The event will feature musical entertainment, sweet treats, beautiful crafts, holiday gifts and more.

The Holiday Craft Show will be held at the Peter Kirk Community Center, 352 Kirkland Avenue, Kirkland, WA on Saturday, November 26, and Sunday, November 27, 2011 from noon to 6:00 p.m. on Saturday, and noon to 4:00pm on Sunday. (Free Admission)

Vendor applications must be returned by Friday, October 28, 2011, at 5:00 p.m. in order to be considered for the show. Vendor acceptance is a juried selection based on category and quality of merchandise.

Vendors accepted into the show will be notified the first week of November. No refunds will be given to accepted vendors. If you are not accepted, your \$100 stall fee check will be returned to you.

Each stall space is \$100.00 for the 2 day event. Stall spaces are approximately 8' x 8'. Please note that booth spaces may vary slightly depending on location. All displays must be free standing and no taller than 8'.

We will have an ongoing raffle during the show. We request that each vendor donate an item representative of their booth with a value of no less than \$10.00. Staff will collect items on Saturday before the show opens. All monies collected from the raffle will be used to defray costs of the event.

- **To apply, you must submit:**

- ☐ Completed Holiday Craft Show Application
- ☐ Two checks: Application Fee - \$15.00 & Stall Fee \$100.00
- ☐ Three current photos of items to be sold
(Judges will not look at websites and photos will not be returned.)
- ☐ Photocopies of licenses/permits required for your business to operate

Thank you for your interest in the Holiday Craft Show. If you have any questions, please contact me at (425) 463-6535 or email ddurham@kirklandwa.gov.

Sincerely,

Danielle Mueller-Durham
Holiday Craft Show Coordinator
City of Kirkland, Parks and Community Services



City of Kirkland Parks and Community Services 2011 Holiday Craft Show GUIDELINES

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The Holiday Craft Show is operated by the City of Kirkland, Parks and Community Services Department. The following guidelines are in effect, please read carefully.

SHOW HOURS

The Holiday Craft Show will be open to the public from noon to 6:00 p.m. on Saturday, November 26, and noon to 4:00 p.m. Sunday, November 27, 2011.

SELECTION OF VENDORS

All Vendors must grow, craft, or process what they sell within the state of Washington. Imported or commercially produced items for resale are not allowed. All items will be judged on quality, value, and contribution to the show. All items offered for sale shall be subject to inspection and approval.

Vendor agrees to abide by all applicable laws, ordinances, and regulations pertaining to health, fire prevention, public safety, business licenses, and sales tax.

Vendor agrees to maintain the dignity and integrity of the show. The Kirkland Parks & Recreation Department reserves the right to ask any Vendor to leave show if not acting in the best interest of the show, or who does not meet vendor requirements.

STALL ASSIGNMENTS

Stalls will be assigned to Vendors upon arrival.

STALL SET-UP

Vendors will be allowed to begin setting up starting at 10:30 a.m. All exhibits must be in place by Saturday, November 26, at 11:30 a.m. Exhibits must be staffed no later than one half hour before the opening to the public. Exhibits must be open and staffed during all show hours.

TEAR DOWN

All exhibit structures may not be removed until the close of show on Sunday, November 27, at 4:00 p.m.

STALLS

Stalls will be approximately 8' x 8'. Vendor agrees to confine all display and selling activity within the assigned stall space, refraining from placing signs and goods or other materials within or over public aisle space, vendor aisle space, or in other vendors' space.

GARBAGE/RECYCLE

All Vendors selling products that produce waste must provide a garbage container for their customers. It is the Vendors responsibility to dispose of trash at the end of each day. Vendors selling beverages in cans or plastic bottles must also provide a recycling container. On site garbage/recycle dumpsters may be used for disposal.

FEES & PAYMENTS

Two separate checks are due with your application: \$15.00 application fee and \$100.00 stall fee. Application fees are non-refundable, however, stall fees will be returned to Vendors not selected for the show.

CLEAN UP

Each Vendor is responsible for leaving their area clean.

SIGNS

All Vendors must have a sign clearly marking the name of the business and price of products.

PRINTED MATERIALS

Vendors are allowed to display in their booths materials that pertain to their products. Other than the Vendor materials, no petitions, or other printed material, political or otherwise, will be distributed or displayed at the show, without prior approval by the manager.

TAXES

Pricing of goods sold at the show and any applicable taxes are the sole responsibility of the individual Vendor.

AMPLIFIED MUSIC

Vendors may not play music unless approved by manager.

GENERATORS

Generators are not allowed.

HEALTH PRACTICES

All Vendors must adhere to sanitary procedures as outlined by the King County Public Health Department. All food concessionaires and food samplers are responsible for obtaining proper health and food handler's permits and registration needed to do business at the show.

SMOKING POLICY

Smoking is not allowed in the Peter Kirk Community Center.

DRUG AND ALCOHOL POSSESSION POLICY

The unlawful possession or use of illegal drugs and / or alcohol will not be tolerated.

ORGANIC LABELING

Use of the phrase "organic," in produce sales, shall be governed and regulated in accordance with Washington State Department of Agriculture regulations. All Vendors are required to advertise truthfully and to respond to customer's questions in a like manner.

ANIMALS

Vendors are not permitted to bring animals to the show unless approved by the manager.

RULES AND REGULATIONS ARE SUBJECT TO CHANGE



City of Kirkland Parks and Community Services 2011 Holiday Craft Show VENDOR APPLICATION

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www.kirklandwa.gov

VENDOR INFORMATION - Please print or type

☐ Artisan ☐ Crafter ☐ Food Processor ☐ Non-Profit ☐ Entertainer

Contact Name: _____

Business Name: _____

Mailing Address _____ City _____ Zip _____

Phone: _____ E-mail: _____

UBI#: _____ Price Range : _____

Please list all items you're requesting to sell. To ensure the best vendor mix, vendors will only be granted permission to sell what is listed below:

SPACE NEEDS

- Each stall will be approximately 8' x 8', how many stalls are you requesting: ____
- Do you need a 6' table for your display? **YES** **NO**
- Do you need electricity? **YES** **NO**
(Number of outlets is limited)
- Any special requests?

If you have a special set-up such as screens, wall panels, etc., provide a sketch for clarity (include height, width, and length). ***Note that entire display must fit within the stall space provided, aisle ways must be kept clear at all times.**

LICENSE AND PERMIT REQUIREMENTS

Please check all licenses and permits you are required to have to operate your business and **provide a current copy of each with this application.**

- | | | |
|---|---|---|
| <input type="radio"/> Master Business License | <input type="radio"/> Commercial Kitchen Permit | <input type="radio"/> High Hazard Food Permit |
| <input type="radio"/> Food Handlers Permit | <input type="radio"/> Proof of Insurance | <input type="radio"/> Other _____ |

PAYMENT

Please submit two (2) separate checks with your application: one (1) for the application fee and one (1) for the stall fee. Application fees are non-refundable, however, stall fees will be returned to Vendors not selected for the show.

Make checks/money orders payable to:

City of Kirkland

- ☐ Application Fee = \$15.00
- ☐ Stall Fee = \$100.00

Send payment and complete application to:

City of Kirkland

**Attn: Danielle Mueller-Durham
505 Market Street, Suite A
Kirkland, WA 98033**

MEDIA RELEASE

I hereby give permission in perpetuity to the City of Kirkland, its officials, employees, agents and assigns to use my name and photographic likeness in all forms and media for advertising and any other promotional purposes.

HOLD HARMLESS

Vendor has read and understands the 2011 Holiday Craft Show Guidelines and is bound by the terms and conditions. Vendor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Vendor in the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Vendor Signature: _____

Date: _____

OFFICE USE ONLY

Date Paid: _____

Check #: _____

Space #: _____